





Teacher Return Envelope

Directions

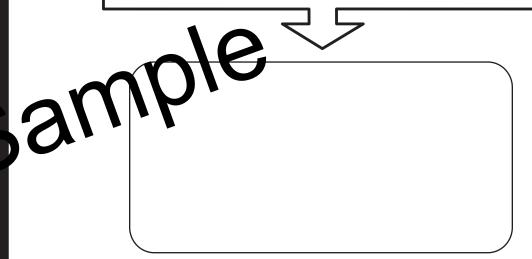
- On the outside of the envelope, print the teacher name and the number of completed student answer documents included.
- ☐ Place the *Teacher Identification Sheet* on top of the completed student answer documents and put them in the envelope.
- ☐ Make sure the district and school name show through the window.
- ☐ Do not seal the envelope.
- ☐ Return to your School MI-Access Coordinator.
- Special Handling: word-processed documents enclosed

(See the Coordinator and Assessment Administrator Manual for details.)

MI-Access Hotline (888) 382-4246

E-mail: mi-access@QuestarAl.com

Make sure the district and school name on the Teacher Identification Sheet show through the window.



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Teacher Name:		documents?
No. of completed student answer documents	::	☐ YES (If YES, check "Special
	This number should match the numbers on the Teacher and School Identification Sheets.	Handling" box on left)

Please contact your **School MI-Access Coordinator** with any questions.

Do you have any



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